
PROJECT PROFICIENCY INSTRUCTIONS

Project proficiencies are not required – they are purely voluntary.

Project Proficiency Program Objectives:

- To maintain a balance between learning about projects and competing for awards.
- To provide the Sonoma County 4-H Council with a method of recognizing more 4-H members for their accomplishments.

This program is designed to measure the level of a member's knowledge and skills learned from project participation. There are three levels of competency for most projects: Beginning, Intermediate and Advanced.

Each member must complete at least 80% of the required guidelines. Project Leaders must initial each task on the sheet when it is completed. When the member has completed 80% or more of the requirements, the project leader and club leader must sign the sheet and submit the records to the Proficiency Chair within their club. The club chair submits the Project Proficiency Achievement form including ALL of their clubs proficiency participants to the 4-H Office by September 1 each year.

The Proficiency Program can be incorporated into the project or completed at the end of the project. *(Note: This program does not take the place of record books or fair requirements, nor is it a test to be given.)*

This program does not replace the National Awards program but rather compliments it. The program allows members to be recognized for their individual accomplishments. Project Proficiency is a way to develop your skills and project information base. If a member completes a Proficiency level they should record their achievement under "Honors and Recognition" on their Personal Development Report Form in their Record Book.

All applicants must start with the beginning level proficiency and progress at the member's own

pace. There is no limit to the number of proficiency levels or projects a member can achieve each year. They may decide to receive two or more medals in one project, or may work with separate projects. Members are not allowed to "challenge up" and skip levels. If the member does not complete the proficiency in the year they may continue on in the following year retaining their completed tasks. They must reenroll in the program (and project) at the beginning of the next 4-H year to do so.

What should a member do first?

1. Inform the Project Leader that they would like to work on a proficiency.
2. Members will work on the guidelines at their own pace having the Project Leader sign off as they complete each task.
3. When 80% of the proficiency is completed, members will need to have their Club Leader sign off on the proficiency form and return their form back to their Project Leader.

What should Leaders do?

1. The Project Leader will need to turn in the complete proficiency form to their designated Club Chair on the date set by the club.
2. The designated Club Chair will turn in the Project Proficiency Achievement forms listing all project proficiency participants by September 1 each year to the 4-H Office.

Requirements

1. The Project Proficiency Program is designated for all 4-H Members.
2. Youth can complete proficiencies in projects they are eligible to enroll in (i.e. no large animal projects or shooting sports for youth under nine.)
3. Medals will be awarded to each club for presentation to youth in October.
4. Requests for updates or new project proficiencies should be directed to the County Incentives & Recognition Committee.